



U. S. ARMY GARRISON, FRANCONIA



"TEAM OF TEAMS"

COMMANDER'S POLICY

POLICY NUMBER: 8

DATE: 1 October 2005

SUBJECT: Key and Essential Positions for Housing

1. **REFERENCE:** USAREUR Regulation 210-50, Housing Management, dtd 25 Aug 92.

2. **PURPOSE:** This policy establishes approval authority for key and essential positions and the designation of dwelling units for them.

3. **SCOPE:** This policy applies to all assigned and tenant units within the USAG, Franconia geographical area.

4. **POLICY:**

a. The USAG, Franconia commander is the approving authority for establishing key and essential positions and designating specific housing units for them. Occupants of housing, subsequently designated for key and essential personnel, will be relocated only through attrition; i.e., after the present occupant moves out voluntarily. Key and essential status alone, merely results in waiting list priority with no particular housing designated. In addition to positions listed in paragraph 25 of the reference, the following military positions are considered key and essential within USAG, Franconia:

(1) Military

(a) Brigade- and battalion-level commanders (Command Designated Position List selectees).

(b) The following 1ID General/Special staff positions:

(i) Chief of Staff.

(ii) Assistant Chief of Staff, G1.

(iii) Assistant Chief of Staff, G2.

(iv) Assistant Chief of Staff, G3

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- (v) Assistant Chief of Staff, G4.
- (vi) Assistant Chief of Staff, G5.
- (vii) Staff Judge Advocate (SJA).
- (viii) Inspector General (IG).
- (ix) Secretary of the General Staff (SGS).
- (x) Public Affairs Officer (PAO).
- (xi) CG's aide-de-camp.
- (xii) Division Chaplain.
- (xiii) Division Surgeon.
- (c) The following USAG, Franconia staff positions:
 - (i) Director of Emergency Service.
 - (ii) Director of Public Works (DPW).
 - (iii) USAG, Franconia Chaplain.
- (d) Battalion-level and above Command Sergeants Major (CSM).

(2) Civilian: American Red Cross (ARC) station managers and assistants, where authorized.

a. Garrison housing offices must maintain a list of the above positions. Requests to add positions and/or designate specific dwelling units for key and essential personnel must be submitted to the USAG, Franconia DPW for consideration and approval by the USAG, Franconia Commander.

b. When family housing is temporarily diverted to unaccompanied personnel housing (UPH) for key essential members, the housing manager will have the Soldier sign a statement acknowledging that all Basic Allowance for Housing (BAH) entitlements will terminate upon assignment to the diverted

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housing. A copy of this statement will be retained in the Soldier's housing occupancy file and will be reviewed during command inspections.

5. **PROPONENT:** The proponent for this policy letter is the USAG, Franconia Housing Office, 355-2827.

6. This policy memo supersedes 98th ASG Policy Memo 8, dtd 21 July 2005.

"Team of Teams!"

A handwritten signature in black ink, reading "Russel D. Santala". The signature is written in a cursive, flowing style.

RUSSEL D. SANTALA
Colonel, AD
Commanding